

GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION
**FY 2020 Second Chance Act Addressing the Needs of Incarcerated
Parents with Minor Children (SCIP) Special Project**

**Notice of Funding Availability
Application Guidance Kit**



Online Submission Deadline: September 30, 2019, by 3 PM

**Funded through:
Second Chance Act Reentry Initiative
Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention
(CFDA# 16.812)**

Governor's Office of Crime Control and Prevention
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Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
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Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Local and state correctional facilities, local and state health departments, and community-based behavioral health providers with the goal to reduce the impact of incarceration on children, families, and communities.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <https://grants.goccp.maryland.gov>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Management \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Second Chance Act Addressing the Needs of Incarcerated Parents with Minor Children (SCIP) Special Project** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of the SCIP grant is to reduce the impact of incarceration on children, families, and communities by strengthening the relationships between justice system-involved parents and their minor children. This supports GOCCP's objectives of reducing victimization and delinquent behavior in Maryland's children and maximizing public safety returns on Maryland's corrections spending.

Programs funded under the SCIP grant **must** align with all of the following objectives:

- Implement [Parenting Inside Out \(PIO\)](#), an evidence-based, cognitive-behavioral parent management skills training program for incarcerated parents.
- Implement [Parent-Child Interaction Therapy \(PCIT\)](#) (for children between the ages of 2 and 7) and [Functional Family Therapy \(FFT\)](#) (for children 8 and older).
- Track enrollment in and completion status of participants in the Parenting Inside Out training, Parent-Child Interaction Therapy, and Functional Family Therapy.
- Utilize pre- and post-tests to measure changes in knowledge, attitudes, and beliefs about parenting; self-concept; and parenting practices.

If you need application assistance, please contact:

Quentin Jones, SCIP Program Manager
410-697-9318
Quentin.Jones@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit one application for SCIP funding:

- Local correctional facilities
- State correctional facilities
- Local health departments (requires collaboration with the local/ state correctional facility)
- State health departments (requires collaboration with the local/ state correctional facility)
- Community-based behavioral health providers (requires collaboration with the local/ state correctional facility)

GOCCP will only be funding one applicant/proposal under the SCIP grant opportunity.

B. Non-profit Organizations- 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557, Tax-Exempt Status for Your Organization. If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

C. Faith-Based Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activities, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant-funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Second Chance Act Addressing the Needs of Incarcerated Parents with Minor Children (SCIP) Special Project

C. Submission Date

Monday, September 30, 2019, by 3 PM

D. Funding Opportunity Description

GOCCP announces the availability of an estimated **\$266,000** in grant funding under the SCIP grant. GOCCP will make **one award** under this initiative for a two-year award period. **This budget submitted should reflect two years of performance.**

In 2018, GOCCP was awarded a three-year award in the amount of \$665,621 under the [OJJDP FY 2018 Second Chance Act Addressing the Needs of Incarcerated Parents with Minor Children](#) funding opportunity. The purpose of this funding was to promote and expand services in detention and correctional facilities to incarcerated individuals who have children under the age of 18. Grant funds could be used for developing strategies to increase and enhance communication between the child and their incarcerated parent while maintaining safe facilities, and providing transitional reentry services that incorporate a focus on parental responsibility for incarcerated parents.

In response, GOCCP developed a pilot program titled, "Second Chance Act Addressing the Needs of Incarcerated Parents with Minor Children (SCIP)," that: 1) utilizes an evidence-based, cognitive-behavioral parent management skills training program, Parenting Inside Out, that was created for incarcerated parents; 2) utilizes evidence-based practices, Parent-Child Interaction Therapy, and Functional Therapy, to strengthen the relationships between incarcerated parents and their children; and 3) provides reentry and transitional services to incarcerated parents and their children that focus on family interactions, communications and problem-solving, parenting skills, and pro-social activities.

GOCCP's goal of SCIP is to reduce the impact of incarceration on children, families, and communities by strengthening the relationships between justice system-involved parents and their minor children.

In the first year of implementation, GOCCP sub-awarded grant funds to a jurisdiction to implement SCIP within their [Day Reporting Center](#) population for a three-year period. This funding opportunity will allow a second site to implement SCIP for up to a two-year period to provide services for families of incarcerated parents.

Programs funded under SCIP **must** align with the following objectives:

- Implement Parenting Inside Out (PIO), an evidence-based, cognitive-behavioral parent management skills training program for incarcerated parents.
- Implementation of Parent-Child Interaction Therapy (PCIT) (for children between the ages of 2 and 7) and Functional Family Therapy (FFT) (for children 8 and older).
- Track enrollment in and completion status of participants in the Parenting Inside Out training, Parent-Child Interaction Therapy, and Functional Family Therapy.
- Utilize pre- and post-tests to measure changes in knowledge, attitudes, and beliefs about parenting; self-concept; and parenting practices.

All funding is contingent upon GOCCP receiving the specified grant funds from the Office of Justice Programs, Office of Juvenile Justice and

Delinquency Prevention (OJJDP).

E. Anticipated Period of Performance

October 1, 2019, to September 30, 2021

III. PROGRAM REQUIREMENTS

A. Purpose Areas

To qualify for funding under this grant, the applicant **must propose to implement all of the following**:

- Parenting Inside Out
- Functional Family Therapy
- Parent-Child Interaction Therapy

Applicants must agree to have service providers complete certification in these evidence-based practices prior to implementation. In addition, the service providers must be currently licensed by the appropriate licensing board in the state of Maryland.

Information on the required evidence-based practices and the training requirements can be found at the following links:

- Parenting Inside Out: <http://www.parentinginsideout.org/>
- Functional Family Therapy: <https://www.fftllc.com/about-fft-training/>
- Parent-Child Interaction Therapy: <http://www.pcit.org/>

Priority under the SCIP grant will be given to applicants with existing partnerships between correctional facilities and local health departments and/or community-based behavioral health providers. A local health department or community-based behavioral health provider can act as the lead applicant under this NOFA.

B. Performance Measures

The overall outcome is to prevent and/ or reduce the number of Adverse Childhood Experiences (ACE) that young people are exposed. Please identify, by utilizing the following performance measures how you will achieve this outcome. Applicants must demonstrate through their applications that they have the capacity to track and report on the following performance measures:

- The number of parents enrolled in the Parenting Inside Out training.
- The number of children enrolled in Parent-Child Interaction Therapy.
- The number of children enrolled in Functional Family Therapy.
- The number of parents/family members enrolled in Parent-Child Interaction Therapy.
- The number of parents/family members enrolled in Functional Family Therapy.
- Number of children and/ or family members receiving additional support services outside of the SCIP program.

- The number of parents who reported a better relationship with their child(ren)/relative as a result of the SCIP program.
- The number of children and/or family members who reported better relationships with their incarcerated parent/relative as a result of the SCIP program.

Note: Additional performance measures are required to be collected through the [Office of Juvenile Justice and Delinquency Prevention \(OJJDP\) Online Performance Reporting Tool \(DCTAT\) website](#). For an outline of the performance measures collected under the Second Chance Act (SCA) Strengthening Families and Children of Incarcerated Parents Grant Program, [click here](#).

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through GOCCP's web-based application process, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

In order to use the Office's web-based application, you must have a User ID.

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is **Wednesday, September 25, 2019**. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Quentin Jones at 410-697-9318 or Quentin.Jones@maryland.gov.

The online application must be submitted no later than 3:00 PM on Monday, September 30, 2019.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review, tips, and civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of

the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	September 25, 2019
Deadline to Submit an Online Application	September 30, 2019
Award Documents/Denial Letters Emailed	October 4, 2019
Sub-award Start Date	October 1, 2019
Sub-award End Date	September 30, 2021

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and Budget (reasonableness, cost-effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

SCIP is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- The reviewer's scores, comments, and recommended funding level;
- The funding list of criteria to be considered in making awards;
- Scope (geographic size and location);
- Crime rate or other key indicator in the jurisdiction;
- Reach (ability to recognize and address the needs of underserved populations);
- GOCCP audit findings; and
- Performance history with previous GOCCP awards.

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under SCIP will begin October 1, 2019, and end on September 30, 2021. Funds are paid on a reimbursable basis.

B. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with SCIP funds within a sub-recipient's organization:

- **Personnel** - Funds may be used to provide salary support for licensed behavioral health providers, licensed clinical social workers, and administrative staff.
- **Education, training, and certification** - Funds may be used for staff training to provide the three required evidence-based practices (Parenting Inside Out, Functional Family Therapy, and Parent-Child Interaction Therapy).
- **Equipment** - Funds may be used to purchase equipment to support the implementation of Parent-Child Interactive Therapy and Parenting Inside Out sessions.
- **Supplies** - Funds may be used to purchase general program supplies and supplies needed to implement the required interventions.

C. Unallowable Costs

The following services, activities, and costs cannot be supported with SCIP funds:

- Research
- Administrative expenses (direct or indirect) that exceed 10 percent of the total grant amount
- Purchase and/or lease of vehicles
- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property insurance
- Printing
- Telephone/fax (possible funding source exceptions)
- Food/Beverages (the only exception is the allowance of food expenses for per diem for travel)

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The limit for consultant rates is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read your Special Conditions and go to <http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:
http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
- ☐ DUNS/SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)